

HOUSING DIVISION ADMINISTRATOR

DEFINITION

Under administrative direction, is responsible for directing the activities of the Housing Division within the Department of Development; performs related duties as required.

EXAMPLES OF WORK (May not include all of the duties performed.)

Directs the development, planning and evaluation activities and programs including housing information services, housing rehabilitation and relocation services, homeownership services, community assistance and lead safety;

Designs standards for overall accountability and implements standard practices necessary to determine the extent to which the mission and goals of the Department of Development are achieved;

Administers the resources of the Housing Division and assigned staff in accordance with sound managerial practices and citywide and departmental policies;

Ensures that Division expenditures correspond to budget schedule;

Attends City Council meetings and takes part in discussions related to the activities of the Housing Division;

Analyzes information needed to insure conformity of procedures to the current applicable standards for the operation of the Division and the administration of the program under its control;

Serves as liaison between divisions and other City officials, service and community organizations;

Reviews operations of specific function area and makes recommendations for new or revised programs, procedures, policies and practices in support of Division goals and objectives;

Obtains and analyzes information on multiple fund sources to insure conformity of procedures to the current applicable federal and state laws and guidelines as well as legal constraints of the City of Columbus;

Keeps the Department Deputy Director informed on a timely basis, of all situations, which could affect the accomplishments of division or department goals and objectives;

Participates in appropriate professional activities in order to stay current with developments and best practices within the areas in Housing;

MINIMUM QUALIFICATIONS

Possession of a bachelor's degree and five (5) years of managerial experience in city or regional planning, community or economic development, social or human services, housing rehabilitation and

relocation, public or business administration, or closely related field. Substitution(s): A master's degree may be substituted for one (1) year of the required experience.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of the history and objectives of housing programs including pertinent federal, state and municipal laws and regulations; thorough knowledge of the objectives, methods and problems of public administration; considerable knowledge and understanding of research and problem-solving techniques; considerable knowledge of citizen and business involvement practices, procedures and guidelines; considerable knowledge of the purposes, functions, policies, organizational structure, operating needs and governing laws and regulations of city government; considerable knowledge of the principles and practices of public or private economic development under government sponsorship; considerable knowledge of federal, state and city regulations affecting economic development activities; considerable knowledge of the municipal building codes and the national electric codes; considerable knowledge of the principle provisions of the minimum housing codes and ordinances and inspection techniques; skill in public speaking; ability to analyze and resolve unusual and difficult problems; ability to review, analyze and evaluate data objectively and make appropriate recommendations; ability to supervise others; ability to write and speak effectively; ability to develop and maintain cooperative working relationships with the general public, business owners and developers, subordinates and government officials.

Probationary Period:	365 Days
Examination:	Noncompetitive

Class Code:	0171
Job Family:	Executive
EEO Job Category:	Professional
Compensation Plan:	MCP
Salary:	Grade 95

Class established:	05-21-01
Current spec:	05-21-01
Commission action taken:	Create
Last reviewed:	05-21-01